

Delivery Check Sheet

Check it before the truck leaves.

Supplier _____ Order no. _____ Date _____

Once the driver has gone and you have signed, a short delivery is your problem to prove. Count it on the ground, not off the paperwork.

[illegible]

BEFORE YOU SIGN

- ☐ Counted on the ground, not read off the delivery note
- ☐ Same lot or dye-lot number across every box of tile, flooring or wallpaper
- ☐ Sheet goods checked for damaged corners and edges — the damage is always on the bottom sheet
- ☐ Bagged material checked for splits and for bags that have set hard
- ☐ Anything wrong written on the delivery note before signing, and photographed

Signing "unexamined" protects you less than people think. Two minutes counting is the difference between their mistake and yours.